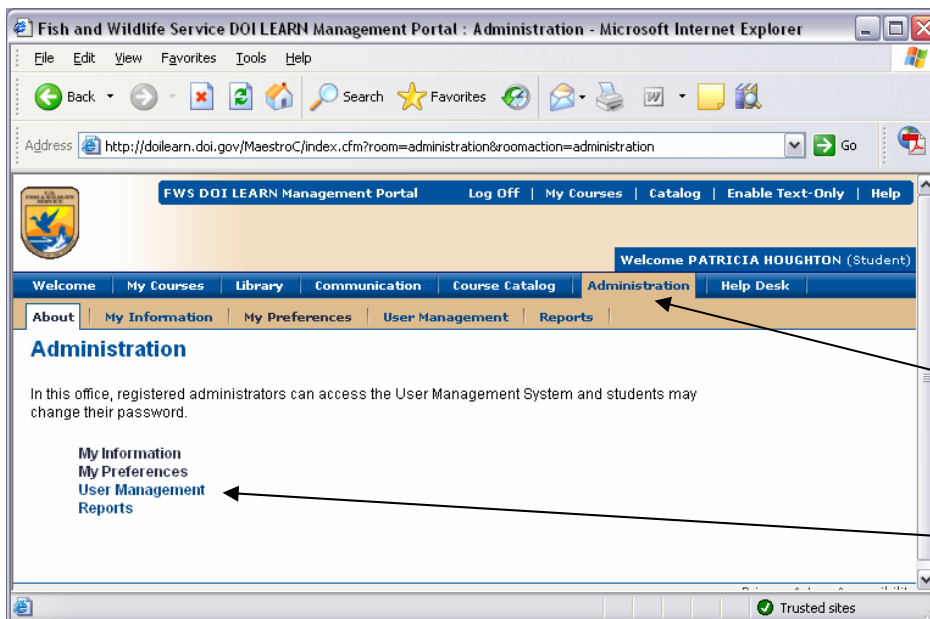


## Updating Employee Transcripts

### Instructions for Supervisors to Update Employee's Transcripts

Supervisors have the responsibility to update their employees' mandatory training records to reflect completion by CD or to note a Completion waiver. For example, new Service employees may take the training by CD before their account in DOI LEARN is established. These instructions put the control of those training records in the hands of the supervisors.

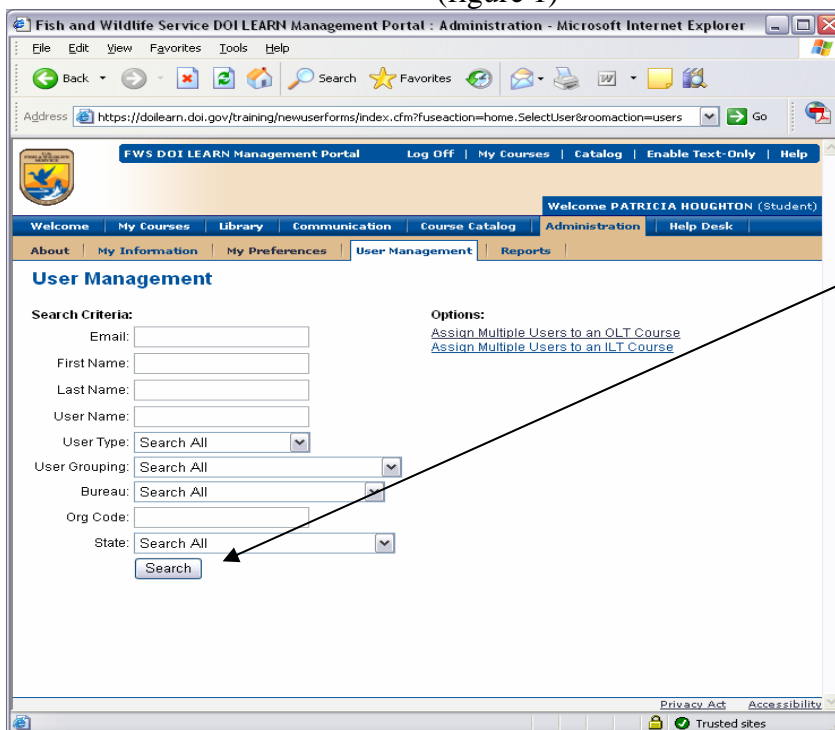
To do this, login to DOI LEARN at <https://doilearn.doi.gov>.



(figure 1)

1. If you have Supervisory rights in DOI LEARN you should see a link for User Management under the **Administration** tab.

Click on the **User Management** link (figure 1)

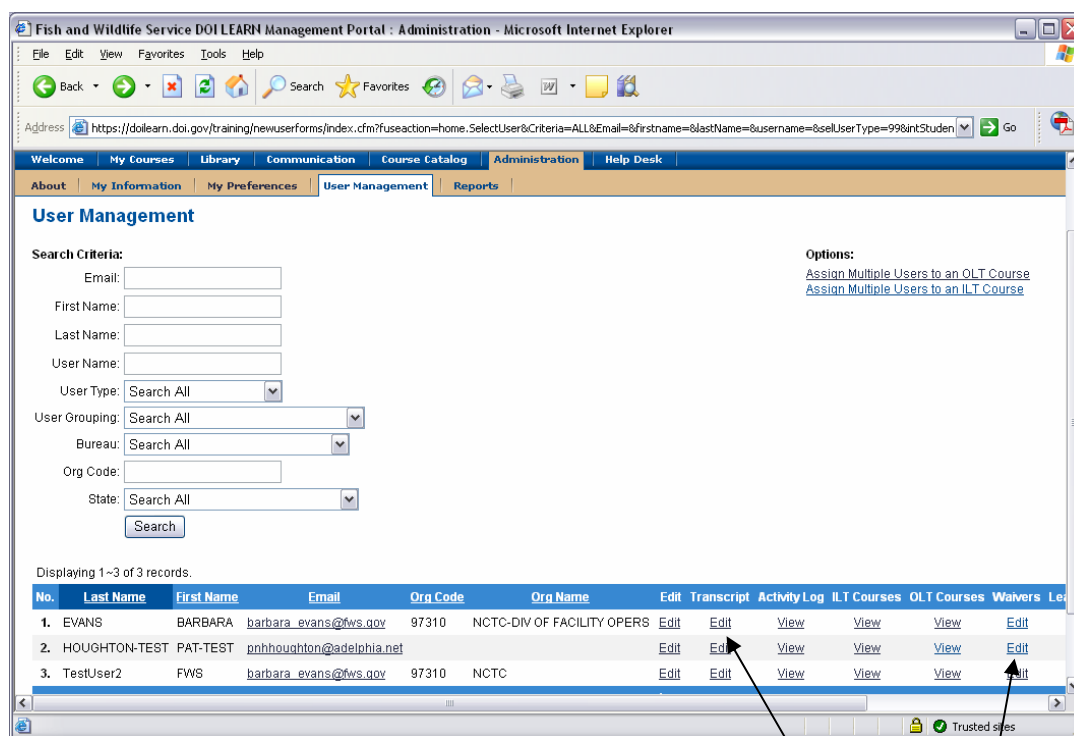


(figure 2)

2. In the User Management screen simply click '**Search**' (figure 2). This will provide a list of all employees that have claimed you as a supervisor. (figure3)

If you don't find the employee you are looking for, you need to 'claim' them in your 'My Information' area first. Click [here](#) to learn how to update your profile.

## Updating Employee Transcripts



(figure 3)

3. To mark completion by CD or other method click on the 'Edit' beneath the *Transcript* column.

4. To grant a waiver for the training, click on 'Edit' beneath the *Waivers* column header.

**Update a transcript to reflect completion by CD or other means.**

Fish and Wildlife Service DOI LEARN Management Portal : Administration - Microsoft Internet Expl...

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.edittranscript&UserId=8157; Go

FWS DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome PATRICIA HOUGHTON (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About My Information My Preferences User Management Reports

### Transcript Administration

Edit Transcript For: HOUGHTON-TEST, PAT-TEST

Online Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
1.	2006 Federal Information Systems Security Awareness	Default Class	Waived			1	04/26/2006
2.	Administrator Basics	Default Class	-Select Completion Status-			0	07/17/2006
3.	Career Planning and the INP	Default Class	-Select Completion Status-			0	07/17/2006

(figure 4)

Once you click the **'Edit'** under the *Transcript* column (figure 3) a *Transcript Administration* will appear. (figure 4)

Select **'Completed'** in the *Status* field.

Insert *Completion* date. mm/dd/yyyy.

In the *Score* field input one of the following codes based on the completion method:

111 - Completed by CD

222 - Completed by Paper copy

333 – Completed Classroom training.

444 - Written Affidavit or Computer Technical Issues.

Be sure to click the **'Update Transcript'** Button at the bottom of the page before closing.

## Annotate a waiver for a course:

Fish and Wildlife Service DOI LEARN Management Portal : Administration - Microsoft Inter...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://doilearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home...

FWS DOI LEARN Management Portal Log Off My Courses

Welcome My Courses Library Communication Course Catalog

About My Information My Preferences User Management Reports

### Waivers Administration

Select Course Type: ☐ ILT ☒ OLT

Courses Available for Waiver: -- Choose a course --

Mark Course as Waived: -- Choose a course --

Reason for Waiver: Agriculture Tractor PreClass  
Records Management Awareness

Justification for Waiver:

Update

(figure 5)

Once you click the **'Edit'** under the *Waivers* column (figure 3) a *Transcript Administration* will appear.

In the Waivers Administration screen, leave the radio button selected to OLT.

In the field *Courses Available for Waiver*; select the course that needs the waiver. (figure 5)

In the *Mark Course as Waived* field check 'Yes'. (figure 6)

In the *Reason for Waiver* choose the appropriate reason. Also please add any further justification for the waiver in the text box provided.

Once complete, be sure to click the **"Update"** button at the bottom of the screen.

This waiver will now be reflected in reports for this course.

Fish and Wildlife Service DOI LEARN Management Portal : Administration - Micr...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://doilearn.doi.gov/training/newuserforms/index.cfm

FWS DOI LEARN Management Portal Log Off My Courses Catalog Enable

Welcome PATRICIA

Welcome My Courses Library Communication Course Catalog Administration

About My Information My Preferences User Management Reports

### Waivers Administration

Select Course Type: ☐ ILT ☒ OLT

Courses Available for Waiver: Records Management Awareness

Mark Course as Waived: Yes ☒ No ☐

Reason for Waiver: -- Choose a reason --

Justification for Waiver:

Update

(figure 6)